



AMENDMENT REQUEST FOR QUOTATION

No. HPI20250809RW

SUPPLY OF START UP DRUGS FOR THE RWANDA DAIRY DEVELOPMENT PROJECT (RDDP II).

RFQ Release Date:	03 rd September 2025
Question/ Inquiry Submission Deadline:	09 th September 2025
Quotation Submission Deadline:	15 th September 2025
Selection Committee review	19 th September 2025
Notification of award	29 th September 2025
Award agreement negotiation and signing	09 th October 2025
Electronic submission to the attention of:	Heifer International Rwanda
Electronic submission:	procurement-rw@heifer.org
Contact information for inquiries about this RFP:	procurement-rw@heifer.org

1. BACKGROUND

1.1.Context and background

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Heifer International Rwanda (HIR) is a Nonprofit and International Non-governmental Organization with the mission to alleviate hunger and poverty, while caring for the environment through sustainable agricultural practices. In collaboration with the Government of Rwanda and other relevant partners, this project has now grown to cover the whole country to become the flagship program known as “one cow per poor family”.

Heifer International Rwanda projects focus on improving income and nutritional status, mobilizing farmers, and promoting local capacity through training of project participants, promoting market linkages for dairy value chain actors, improving the quality of livestock through artificial insemination services, empowering rural women, building resilience through sustainable agricultural practices, and connecting local communities to business development services.

Heifer International Rwanda is in partnership with the Government of Rwanda through the Ministry of Agriculture and Animal Resources for the implementation of the Rwanda Dairy Development Project (RDDP II). Under this partnership, Heifer International Rwanda would like to procure suitable bidders to supply and deliver start up drugs.

Quotations must include the following information at a minimum. Incomplete quotations may be rejected.

1. Administrative Requirements

The Quotation **must** include the following administrative documents at a minimum.

- Company Registration Documents. Certificates/licenses issued by RDB.
- Valid Tax Clearance Certificate issued by RRA.
- Corporate Income Tax Declaration issued by RRA

- Valid Certificate of good standing/non-Bankruptcy certificate issued by RDB.
- Valid RSSB Clearance Certificate.

2. Technical requirements

- a. Detailed description of Item, specifications, source country, price per unit, and total price in Rwanda Francs
 - b. Provide at least three (3) certificates of good completion or contracts in supplying similar goods in the last 5 years.
 - c. The firm should possess any certifications relevant to the supply of vet drugs.
 - d. Demonstrate ability and willingness to be able to supply the requested supplies at any time upon request by providing a commitment letter.
 - e. The successful bidder shall submit a performance guarantee of 20% of the contract price from eligible financial institution or Insurance companies before signing the contract.
- f. ***Note: Failure to meet a single administrative requirement will result in disqualification of the bidder from further technical evaluation; Individual persons and joint ventures are not allowed to participate in this tender.***

The details of the items to be supplied are as follow:

3. Technical specifications of Startup Drugs and Delivery Location by District

The main objective of this tender is to supply the right quality and quantity of the startup drugs to farmers in Eight (8) districts where the Rwanda Dairy Development Project (RDDP II) operates as in tables below:

SOUTHERN PROVINCE

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

The quotation must be submitted in PDF format, clearly indicating the quotation reference number provided above, and priced in Rwandan Francs (RWF), inclusive of all applicable taxes. **Please note that transportation to the delivery sites listed in tables above, as well as offloading of the supplies, shall be the responsibility of the supplier.**

4. Conditions

Delivery period and Address: The successful bidder shall adhere to supply the **Startup Drugs** to farmers at a designated location in 2months after contract receipt in the Districts and Sectors highlighted in tables above.

Award Criteria:

Preliminary Examination – Assessment of compliance with all administrative and eligibility requirements of this Request for Quotation, on a conformity to requirement basis.

Technical Evaluation – Assessment of compliance with the required technical specifications, delivery schedule on a conformity to requirement basis.

Financial Evaluation – Among technically compliant bids, the contract will be awarded to the bidder offering the lowest total price all taxes inclusive.

Deadline for submission:

Quotations must be submitted electronically to email: procurement-rw@heifer.org with clear subject line: **“(Supply of Start up drugs for the Rwanda Dairy Development Project (RDDP II) and submitted by Monday, 15th September 2025 at 5:00pm Kigali time.**

Submission must be in English and typed single-spaced on standard type white paper. All pages must be numbered including the quotation reference number and name of the organization at the bottom of each page.

5. Late submissions and verification

Quotations received after the submission deadline will not be considered. Bidders are responsible to ensure their offer are submitted according to the instructions stated herein.

Heifer retains the right to terminate this RFQ or modify the requirements upon notification to the bidders.

6. Validity of Bids

Proposals submitted shall remain open for acceptance for 90 days from the last date specified for receipt of the proposal. This includes, but is not limited to pricing, terms and conditions, service levels, and all other information. If your organization is selected, all information in this document and the negotiation process are contractually binding.

7. Limitations

This RFQ does not represent a commitment to award a contract, to pay any costs incurred in the preparation of a response to this RFQ, or to procure or to contract for services or supplies. Heifer reserves the right to fund any or none of the applications submitted and reserves the right to accept or reject in its entirety and absolute discretion any quotation received as a result of the RFQ.

8. Intellectual Property

Section 1. Ownership Generally. Subject to Section 8.2 below, any intellectual property (including but not limited to copyrights, trademarks, service marks, and patents), intellectual property rights, deliverables, manuals, works, ideas, discoveries, inventions, products, writings, photographs, videos, drawings, lists, data, strategies, materials, processes, procedures, systems, programs, devices, operations, or information developed in whole or in part by or on behalf of Contractor or its employees or agents in connection with the Services and/or Goods (collectively, the “Work Product”) shall be the exclusive property of HPI. Upon request, Contractor shall sign all documents and take any and all actions necessary to confirm or perfect HPI’s exclusive ownership of the Work Product.

Section 2. Prior-Owned Intellectual Property. Any intellectual property owned by a Party prior to the Effective Date (“Prior-Owned IP”) shall remain that Party’s sole and exclusive property. Regarding any of Contractor’s Prior-Owned IP included in the Work Product, Contractor shall retain ownership, and hereby grants HPI a permanent, non-exclusive, royalty-free, worldwide, irrevocable right and license to use, copy, reproduce, publicly display, edit, revise, perform, and distribute said intellectual property, in any format or any medium, as part of the Work Product.

Section 3. Work Made for Hire. To the extent copyright laws apply to the Work Product, the Parties agree that (a) HPI specially ordered or commissioned the Work Product, (b) the Work Product is a “work made for hire” under United States copyright laws, and (c) HPI shall be deemed the author thereof and shall own all right, title, and interest therein. To the extent such rights, in whole or in part, do not vest in HPI as a “work made for hire”, Contractor hereby irrevocably grants, assigns, and transfers to HPI, exclusively and in perpetuity, all of Contractor’s rights of any kind or nature, now known or hereafter devised, in, to, and in connection with the Work Product, and HPI shall solely and exclusively own any and all rights therein, and in the elements thereof, including but not limited to any and all allied, ancillary, subsidiary, incidental, and adaptation rights. Contractor hereby waives any and all rights known as “moral rights”, and any similar rights, which Contractor may have in connection with the Work Product. The description of Services and/or Goods provided in this Agreement shall in no way limit the manner in which HPI may use the Work Product